



STEEPLE BUMPSTEAD PARISH COUNCIL Annual Council Meeting @ The Moot Hall

ON Thursday 11th May 2023 at 7.30pm

MINUTES

Chairman: Cllr Kerry Barnes

Present: Cllr Hill, Cllr Rust, Cllr Hexter, Cllr Westrope, Cllr Mackenzie, Cllr Swaby.

Clerk: Mrs Julia Howard

ALL Cllrs signed their acceptance of forms prior to the start of the meeting

23/054 Election of Chairman

Decision

Cllr Kerry Barnes was proposed by Cllr Hill to be the Chairman of the Parish Council, this was seconded by Cllr Westrope, all voted to elect Cllr Barnes. There were no other nominations. Declaration of acceptance of office was signed by new chairman and witnessed by the clerk

23/055 Election of Vice Chair

Decision

Cllr Peter Hill was nominated by Chairman Cllr Barnes to be the Vice Chair, seconded by Cllr Mackenzie. All voted in agreement. Declaration of acceptance of office was signed by new chairman and witnessed by the clerk

Following a successful appointment to both positions the meeting continued as per the agenda below

23/056 Co-Option of Parish Councillor – to co-opt in to the current vacancy

Decision

Rebecca Denning has applied to be co-opted again onto the Parish Council (she wasn't able to attend the meeting but can be co-opted in her absence). Cllr Westrope proposed to Co-opt Rebecca Denning, seconded by Cllr Rust, all in agreement. Cllr Denning will be provided with a declaration of acceptance of office and a Declaration of interest form.

23/057 Welcome and to receive apologies for absence

Chairman

Apologies from Cllr Borges, Cllr Garrod and Cllr Schwier.

RESOLUTION: A Formal extension was granted to Jon for signing his forms until the 1st June.

23/058 Declarations of Interest - None

Information

23/059 To approve the minutes (previously circulated)

Decision

of the Parish Council meeting held on 9th March 2023. – Cllr Hill proposed them as a true record, seconded by Cllr Mackenzie, all in agreement.

23/060 Question Time -none

Information

23/061 Invitation to Cllr Peter Schwier, Essex County Council and Cllr Diana Garrod, Braintree District Council (report on the PC's website)

Information

The Chairman read out part of the report relating to the airfield at Wethersfield, which led to a discussion.

23/062 To receive reports from;

Information

The Village Hall Committee – Cllr Borges sits on the VH committee, and would usually present the report however is not present at the meeting. Therefore, this item will be postponed for the next meeting.

The Moot Hall Committee – Cllr Ian Westrope gave a presentation on the Moot Hall. It is now financially stable and this has taken some time to get back to following repairs some years ago. The Moot Hall is a charity and always looking to raise funds and keep the building maintained.

Clerks report (circulated) the actions list from meetings is circulated regularly and kept up to date, ensuring actions are not overlooked.

23/063 Essential Housekeeping for the Annual meeting

Decision

Item 1. Adoption of Standing Orders, Financial Policy and Reserves Policy

The policies WG have reviewed these and there is a minor change to the wording on 9b in SO's

Cllr Westrope proposed to adopt all 3, seconded by Cllr Mackenzie, all agreed.

Item 2. Review and agreement of Delegation Arrangements and approve the scheme of delegation to the clerk. Delegation as per the past year to be approved, proposed by Cllr Swaby, seconded by Cllr Hill, all voted in agreement.

Item 3. Review of working group responsibilities and membership to other bodies

Cllr Hexter would like to be added to Open Spaces WG, Cllr Barnes would like to be removed from Policies and Highways and Police WG and suggests adding Cllr Rust on to the Highways and Police WG (Cllr Rust happy to) Cllr Swaby will join the policies and grants WG. Clerk to write up a new list and update the website.

Item 4. To consider adopting GPOC (General Power of Competence) as now eligible **Decision**



Following the May 23 elections where 8 Councillors were returned elected, and given that the Clerk is CiLCA qualified, the Council may now make the decision on whether to adopt GPC/ GPOC Proposed by Cllr Swaby, seconded by Cllr Hill, all voted in agreement.

23/064 Planning Applications

Number	Address	Postcode	Details
23/00685/HH	3 Helions Road		First floor rear extension
23/01022/FUL	Rylands Farm Broad Green Steeple Bumpstead	CB9 7BW	Conversion of a farm building to 1 No. dwelling house.
23/01058/FUL	Land At 16 Church Street Church Street Steeple Bumpstead Essex		Demolition of existing outbuilding and erection of 1No. 2-bedroom dwelling h

23/00685/HH recommended to approve already granted.

23/0122/FUL no comment / no objection

23/01058/FUL no objection

Decisions

Date validate	Number	Address	Postcode	Details	Status
13/2/23	23/00204/TPOCON	Congregational Church, Chapel Street	CB9 7DQ	Notice of intent to carry out works to trees in a Conservation Area:- Bramley Apple Tree -Removal of lowest limb back to trunk , thin out canopy to open up crown and reduce overall canopy by 2 metres. Remove any dead wood.	Granted
14/2/23	23/00392/LBC	5 Church Street	CB9 7DG	Removal of internal existing flat ceiling, insulation to existing pitched roof and replacement of external roof materials to entrance hall	Granted
13/3/23	23/00685/HH	3 Helions Road		First floor rear extension	Granted
16/3/23	23/00698/NMA	Land At Side Of, 50 Water Lane		Non-Material Amendment to approved application 22/02309/REM granted 15.11.2022 for: Application for approval of reserved matters (in respect of appearance, landscaping and layout) pursuant to outline planning permission 21/02009/OUT granted 14.01.2022 for: Outline planning permission with all matters reserved apart from access and scale for the erection of up to 9 dwellings and associated development. Amendment would allow for: - Change of bay window roof to have a pitch.	Granted
24/3/23	23/00729/TPOCON	1 Home Close	CB9 7DH	T1- Overall crown reduction by 2-3 metres on Acer Pseudoplatanus T2- Fell Crataegus to ground level	Granted

Other – None at present.

23/065 Neighbourhood development plan, to receive an update

Information

17th May is the deadline for consultation.

23/066 Council Meetings

Decision

Item 1. To agree dates and times for ordinary meetings for the next year (2023/24)

The Council agreed to hold meetings each month except August and April (as per last year). Meetings to be held on the 2nd Thursday of the month at the Moot Hall. In April, the Annual Village meeting will be held – date to be confirmed, at the Village Hall.

Dates of meetings will be: 8th June, 13th July, 14th September, 12th October, 9th November, 14th December, 11th January, 8th February, 14th March and 9th May (annual PC meeting)

Item 2. To agree the location for ordinary meetings – Moot Hall

Item 3. To agree a day / time for any other scheduled meetings Date for Annual Village Meeting to be confirmed. Annual PC meeting on Thursday 9th May 24.

Proposed by Cllr Mackenzie, seconded Cllr Hill, all agreed.

23/067 Financial Matters

To note and Decision

Item 1. To note receipts and approve upcoming payments – Cllr Hexter proposed to accept the payments listed, Cllr Rust seconded all were in agreement. (appendix b)

Item 2. To approve the Year end accounts and Earmarked reserves for 2022/23

Item 3. To approve the Fixed Asset register as of 31/3/23 –

Items 2 & 3 Proposed by Cllr Hexter, seconded by Cllr Rust, all in agreement.

Item 4. To receive the report from the Internal Auditor for 2022/23 & agree any action(p3 of AGAR)

Item 5. To complete and approve the Annual Governance Statement for 2022/23(P4 of AGAR)

Item 6. To approve the Accounting Statements for 2022/23 - (Page 5 of AGAR)

Item 7. To note the dates for the Publication of Notice of Public Rights – **Monday 5 June – Friday 14 July 2023** – in reference to Item 4,5,6 & 7 Cllr Swaby proposed to accept these documents, Cllr Hill seconded and all agreed.

Item 8. To approve processing of regular payments list - separate document, approved.



Item 9. To confirm Insurance cover for the coming year – due for renewal in June, so need to get back to this when the renewal notice is received

Item 10. To review the Council's expenditure incurred under s137 (LGA 1972) – information shared and accepted. (appendix a)

Item 11. To confirm the Internal Auditor for 2023/24 –the PC happy to use Simpson again, all were happy to continue with the accredited accountancy firm.

Item 12. Review of earmarked fund accounts

Current figures:

£4,600.46	– War memorial
£18,890.00	– Churchyard wall repair fund
£1,016.00	– Neighbourhood Plan grant
£5,000.00	– Maintenance to Assets
£1,099.09	– Tree Surveys and Maintenance

Proposed changes – Each year the PC has been budgeting a surplus for the Churchyard wall repair fund, the amount remaining from that figure is £4,675 (this forms part of the £12k)

Recommendations

1. The £4675 noted above goes to the Churchyard wall fund, taking the balance to £23,565
 2. No budget was requested for the King's Coronation, so recommend moving £350 from the surplus into the events budget line to support the event costs.
 3. £2000 goes to Tree Maintenance - we have a number of actions to undertake and this will support those costs
 4. £500 for a new budget line - Bumpstead In Bloom - for floral displays around the village - the grant received won't pay for the compost and flowers, plus we'd like to get lots of daff bulbs planted around the village.
- These 4 actions total: £7,525. Leaving £4,962.

The proposal has already been discussed by the finance WG and was discussed amongst the Council. Other causes were raised and will be investigated in the future year.

Proposals 1-4 AND remainder of £4,962 to move to Churchyard wall account was Proposed by Cllr Rust, seconded by Cllr Hill and all were in agreement.

OTHER ITEMS FOR DISCUSSION

23/068 Coronation Update – with thanks to the Events group, led by Ian Mackenzie

Cllr Mackenzie, events coordinator gave a summary of the events which were a great success. Including the Big Help Out on Monday which included gardening tasks, tidying the churchyard, oiling benches, and cleaning the war memorial. Donations were received from the excellent Ice Cream van, Molly Moos.

Both pubs were busy over the weekend and the Red Lion held a BBQ and raised funds for Help the Heroes.

A special thanks to Ian and Gloria for all their efforts in arranging and running the events.

The Council hope to build on this success in our next event.

23/069 Yellow Book Deadline - 19th May 23, Cllr Hexter is putting the article together.

23/070 Information Sharing – Cllr Mackenzie – missing timber bollard on Bower Hall drive, the hedge by the village hall needs reducing, Cllr Westrope – electrics for the xmas tree point needs addressing, North Street hedge is overhanging and obstructing the pavement again, Cllr Hexter – query about possible donation of poplar trees, query about the Solar farm at Wixoe. Cllr Swaby – bench delivered and needs to be installed and will undertake this with the OSWG, Cllr Rust – secured a small grant for the footpaths mainly to get boots, hi viz jackets and tools. Cllr Hill – nothing.

23/071 Meeting Close & Date of Next meeting – Next meeting is the 8th June meeting.

Meeting Closed at 21.42

Signed by Chairman

Date



Actions

23/056	Cllr Denning to receive and sign DOA and DPI	Clerk / Cllr Denning
23/062	Request VH committee to attend next meeting	Clerk

Appendix a.

S137 payments Yr 2022/23									
Date processed by Clerk	Date on Bank account	Details	Invoice number	Cheque number/ Payment method	Total	NET	VAT	VAT number	section 137 (incl. Royal British Legion)
Budget 22/23									£500.00
✓	23/10/2022	26/10/2022	Silent Soldier RBLI - Clerk		£ 200.00				£ 200.00
	10/11/2022	11/01/2023	Poppy Wreath donat	201764	£ 55.00				£ 55.00
✓	17/11/2022	18/11/2022	Tree decorations (clei	BT	£ 38.97				£ 38.97
✓	25/11/2022	28/11/2022	wedding b INV 0200	BT	£ 104.00	£ 86.67	£ 17.33	321641242	£ 86.67
✓	01/12/2022	08/12/2022	Viking Hamper for xn	BT	£ 58.79	£ 48.99	£ 9.80	536153357	£ 48.99
✓	15/12/2022	19/12/2022	wedding b IV 0216	BT	£ 30.00	£ 25.00	£ 5.00	321641242	£ 25.00
TOTAL									£ 454.63
<p>Section 137 is the Power to spend money where no other power or legislation allows, provided that it brings a direct benefit to a wide section of the community. The amount of money spent should be commensurate with the benefit received and must not benefit just 1 person. It is a power of last resort, the amount a Council can spend being predetermined by The Department for Levelling Up, Housing and Communities (DLUHC). Currently for 2022/23, the figure is £8.82 per elector or £10,882.14 (1227 electors).</p> <p>Spending under s137 must be recorded in the minutes as such and the appropriate figure should have been included in the s137 budget line (£8.82 x #electors) .Example: Spending on a poppy wreath for the war memorial on Remembrance Day.</p>									

Appendix b.



RFO (Finance) REPORT & payments list –8th March – 9th May 23

Upcoming Payments / Invoices pending (for approval):

May:

£330.00 – RJO Medical (Coronation Event)
 £25.36 - Power cable (Screwfix / Kerry)
 £90.00 - EALC Funding Course
 £1806.00 - Country Gardens
 £348.00 - Simpson Accountancy Internal Audit
 £121.00 - Red Side Up Printing

April:

£1016.00 - Red Side Up Printing
 £112.00 - Paul Clark printing
 £3.88 - Wages adjustment
 £7.96 - HMRC employer contributions

Regular pre-approved Payments (monthly unless stated)

£60.00 - Moot Hall (per month)
 £5.00 - Clerks monthly phone contribution
 £800.00 - Clerks Wages

Account Balances as at 09/05/23

Current Account: £34,944.20
 Savings Account: £35,712.37
 Savings Account*: £30,605.55
Total £101,262.12

*Earmarked Reserves:	£4,600.46	– War memorial
	£18,890.00	– Churchyard wall repair fund
	£1,016.00	– Neighbourhood Plan grant
	£5,000.00	– Maintenance to Assets
	£1,099.09	– Tree Surveys and Maintenance

Recent actions / observations.

1. £7,200 paid out for the Neighbourhood plan, therefore £6000 (net figure) was transferred from the earmarked account accordingly.
2. The Finance Group have been asked to review the year end accounts and actions.
3. The overall balance of accounts is in excess of £100k, however this is due to the May payments not having been authorised.

Receipts		Payments	
March 2023			
Clerk's bursary (CiLCA)	£ 581.25	clerk wages adjustment Feb	£ 29.28
Bank Interest	£ 90.76	Playdale replacement rope	£ 94.48
		Moot Hall additional meetings invoice	£ 94.00
		Wynne Williams	£ 7,200.00
		Clerk phone	£ 5.00
		Moot Hall	£ 55.00
		clerk wages approx.!	£ 800.00
		quarterly mileage (clerk)	£ 64.80
		Npower	£ 50.49
		Nest	£ 32.53
		Trophies plus medals	£ 17.49
		Trophies plus medals	£ 27.83
		clerk wages adjustment March	£ 29.48
		Arden Kendall	£ 158.40
		Viking	£ 86.96
		Crowns - clerk	£ 22.26
		Playdale replacement swing (50%)	£ 320.10
Sub-total	£672.01		£9,088.10
April 2023			
BDC Grant - Bloom	£ 5,000.00	Clerk's wages approx. £800	£ 800.00
Precept	£ 21,705.00	Clerk phone contribution	£ 5.00
		Moot Hall	£ 60.00
		Treeworx	£ 860.00
		Playdale 50% swing	£ 320.10
		Clerk's homeworking allowance	£ 312.00
		Npower	£ 55.68
		EALC NALC Affiliation Fees	£ 440.95
		Kings Coronation Bench - make me something special	£ 1,177.99
		Viking	£ 46.75
		Viking	£ 108.00
		Red Side Up (neighbourhood plan)	£ 44.00
		NEST	£ 53.53
Sub-total	£26,705.00		£4,284.00
May 2023			
Sub-total	£0	NO PAYMENTS PROCESSED AS YET	£0
TOTALS	£27,377.01		£13,372.10